

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Staff Services Management Auditor / Associate Management Auditor (10 positions)
<b>Position #:</b>	051-640-5841-XXX 051-640-4159-XXX
<b>Salary Range:</b>	\$3106 - \$4903 \$4619 - \$5897
<b>Issue Date:</b>	October 14, 2008
<b>Contact:</b>	Laura Nicholls (916) 323-1598
<b>Location:</b>	Division of Audits 300 Capitol Mall, Ste 418 Sacramento, CA 95814
<b>Final Filing</b>	Statewide Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Audits  
ATTN: Laura Nicholls  
300 Capitol Mall, Suite 418  
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

## Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent will perform as the first full journey person of the series exercising independence and proficiency in examining management controls in a single agency, a small group of related agencies, or private enterprises under the jurisdiction of the Office of the State Controller. Specific duties include, but will not be limited to the following.

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Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Ensure audit work is properly supported and sufficient to enable an expression of an opinion on the fairness of the financial reports, and is in accordance with SCO audit policies and general accepted auditing standards.
- Make preliminary review and analyses of the entity to be audited to determine required hours to complete each step in the audit planning memorandum. Conduct entrance and exit conferences. During the entrance conference state the nature, purpose, and objective of the audit. At the exit conference, discuss preliminary findings or problems encountered.
- Evaluate auditee's accounting and administrative systems expressing an opinion as to the adequacy and make recommendations where appropriate.
- Act a lead auditor as follows: coordinate and assign audit tasks to each team member; review audit working papers for clarity and accuracy; train and assist auditors in developing audit finding and recommendations; and provide the field audit supervisor with information for evaluating staff performance.
- Travel to and from audit site.

*DUTIES WILL COMMENSURATE WITH LEVEL HIRED*

*DESIRABLE QUALIFICATION: Current and Valid Driver's License*

*When submitting application, please submit a list of references, transcripts showing proof of accounting courses completed and copy of college diploma (or letter from the university indicating that all graduation requirements have been met)*

*All new hires will be required to complete a Std. 610 Health Questionnaire.*

*For most of the bureaus, overnight business travel is routine and may require lifting/heaving bags of equipment such as computers, working papers, etc.*